

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 65-00.A

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Subject:

DATE: 02/14/86

Sunset Review:

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POSITION CLASSIFICATION

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1. PURPOSE. This directive establishes policy, guidance, and procedures for administering the position classification program.
2. SCOPE. This directive applies to all graded (GS, GM, and SES) and Federal Wage System (FWS) employees of Federal Law Enforcement Training Center (FLETC) and field offices (Washington Office and Marina).
3. REFERENCES.
  - a. Federal Personnel Manual, chapter 511
  - b. Treasury Personnel management Manual, Chapter 511
  - c. Federal Personnel Manual, Chapter 532
  - d. Treasury Personnel Management Manual, Chapter 532-1
  - e. Federal Personnel Manual Supplement 532-1
  - f. FLETC Directive No. 63-12, Position Management Program
4. CANCELLATION. FLETC Directive No. 65-00.A, Position Classification, date 3-14-77.
5. BACKGROUND. Federal Personnel Manual, Chapter 511, is the basic regulation for classification of general schedule positions in the Federal government. Federal Personnel Manual Supplement 532-1 covers classification of employees subject to the Federal Wage System. The position classification and job-grading systems are comprehensive, orderly systems for classifying positions by occupational group, series, class, and grade according to similarities and differences in duties, responsibilities, and qualification requirements. Underlying this occupational cataloging system are:
  - a. the need to identify positions with appropriate qualification standards;
  - b. the principle of equal pay for substantially equal work; and
  - c. the principle that variations in ranges of basic compensation paid to

different officers and employees should be in proportion to substantial differences in the levels of difficulty, responsibility, and qualification requirements of the work performed.

6. AUTHORITIES. The Director, FLETC, has been delegated the authority by the Director of Personnel, Department of the Treasury, to classify positions through GS-15, subject to certain stated conditions, and with the exception of the FLETC, Personnel Officer position. Subsequently, the Director, FLETC, has redelegated classification authority for positions through GS-15 to the FLETC Personnel Officer and the classification specialist.

7. PROGRAM RESPONSIBILITIES.

a. Personnel Officer. The Personnel Officer ensures compliance with this directive, the Treasury Personnel Management Manual, and Federal Personnel Manuals on position classification subject to any instructions received from the Department of Treasury and/or the Office of Personnel Management (OPM). The Personnel Officer timely briefs the Director as to the discharge of classification responsibilities by FLETC supervisors. The Personnel Officer investigates case of non-compliance and reports thereon to the appropriate line manager.

b. Classification Specialist. The classification specialist assist supervisors in establishing and maintaining classification structures that are equitable, consistent with job grading standards, and meet, as far as possible, management needs; performs job audits and develops adequate evaluative documentation to support the classification structure; makes available to and explains the intent of classification standards and occupational information to supervisors; assures that communication avenues between the Personnel Division and FLETC supervisors are open and provides training in their classification responsibilities to that group; and classifies and grades positions consistent with the spirit and intent of Office of Personnel Management classification standards.

c. Managers and Supervisors. Managers and supervisors are responsible for the proper distribution and alignment of levels of work within positions. This is critical to realize maximum productivity from available resources, satisfy the organizational mission, and properly compensate different levels of work. To this extent, the goals of management in this program must be consistent with those in other management programs such as money and materials. While the ultimate responsibility for a classification structure which meets the needs of the Center rests with the Director, each supervisory level shares this responsibility. Each manager and supervisor must recognize and espouse to the policy of proper overall alignment and equity in position classification. In determining classification requirements, managers

and supervisors must accept the guidance and technical advice of the classification specialist and/ or Personnel Officer who must assure, for the Director, that the classification structure is equitable and consistent with the Office of Personnel Management classification standards.

8. POSITION DESCRIPTIONS. A written position description shall exist for all positions. Duties and responsibilities will be described in sufficient detail to allow proper grading of the position. The content, i.e., duties, responsibilities, supervisory controls, etc., of positions is solely the responsibility of line management. Line management may add, remove, or change assignments at any time. Position descriptions do not control assignments; instead, they document the current assignments and the organizational design of positions.

a. New Position Descriptions. Managers authorized to establish positions and prescribe duties and responsibilities at the Center are the Director, Deputy Director, and Assistant Directors. Position descriptions should be written by the supervisor responsible for the work of the position. However, the supervisor may seek the assistance of the classification specialist. The supervisor and/or manager is responsible for the accuracy of the position description and ensuring that it contains only the work and responsibility assigned and desired by management. Any supervisor/manager who certifies a position description as accurate when he/she knows that such is not the case may be subject to disciplinary action.

b. Revised Position Descriptions. Managers and supervisor have a continuing responsibility for ensuring that position descriptions are current and accurate. It is recommended that consultation with the classification specialist and/or Personnel Officer be sought before alterations to positions are completed. This would assist to identify and resolve potential problems resulting from the proposed revisions. The supervisor should also consult with the incumbent who is thoroughly familiar with the duties of the position.

c. Employees Signature. Optional Form 8, Position Description (Attachment 1), documents the development and revision of position descriptions. In case of revised position descriptions, the employee in that position should sign the Optional Form 8. The signature indicates only that the employee has read the position description. It does not indicate that the employee agrees with the description or classification action. The signature does assure for the Personnel Officer that the employee is aware of, and has reviewed the proposed action.

d. Certification. Each position description shall be certified by the immediate supervisor and the manager responsible for the work of the position. Certification of Position Descriptions (Optional Form 8) will be augmented in the remarks box by the following statement:

"All other levels of supervision which propose or approve official statements of duties and responsibilities are attesting to the same effect as the immediate supervisor." All levels in the supervisory/management chain share this certification responsibility whether or not they review, and/or sign, or initial the position description.

e. Position Copies. Every employee will be provided a copy of the description of his/her position upon entry. Subsequent copies will be made available upon request. The supervisor may receive, upon request, a copy file of position descriptions within his/her unit. The official file of position descriptions is maintained by the Personnel Division.

9. CLASSIFICATION ACTIONS. The Classification Act requires Federal departments to classify positions in conformance with, or in consistence with job grading standards published by the Office of Personnel Management (OPM). In the absence of directly applicable OPM standards, Department of Treasury evaluations, interpretations, and other guidance are controlling. Both OPM and Department of Treasury standards and guides become applicable immediately upon receipt. Every effort to review existing classifications in the applicable series will be made within 90 days, unless a longer period is authorized by OPM or Treasury. Classification actions will be placed in effect in accordance with the provisions of FPM and TPMM Chapter 511, as well as FPM Supplement and TPMM Chapter 532-1. Supervisors will assure that employees are notified promptly of classification actions affecting their positions.

A set of classification standards is maintained by the Personnel Division and may be examined by employees and supervisors upon request.

Upon request, the Personnel Officer will assist the Department of the Treasury and/or the Office of Personnel Management in developing classification standards. The Center will provide subject matter specialists in the occupational area under study to participate in such efforts.

10. EVALUATION STATEMENTS. Evaluation statements will be prepared for all positions as appropriate. Evaluation statements are required for (1) positions classified by reference to standards in the Factor Evaluation System (FES) format, Supervisory Grade-Evaluation Guide, (2) staff positions, (3) positions classified based on the impact of the incumbent, (4) positions in series not covered by standards, (5) mixed series positions, (6) above full performance level positions, and (7) positions with multiple grade levels or work.

Evaluation Statements for federal Wage System (FWS) jobs normally will not be needed. However, if the basis for the title, code, or grade to which the job is evaluated is not readily apparent, an evaluation statement must be prepared.

11. PERIODIC REVIEW OF POSITION DESCRIPTIONS AND CLASSIFICATIONS.

The Personnel Division will conduct position management reviews and position classification surveys for the total organization bi-annually at a minimum. This maintenance review is executed for several reason including: to redescribe position descriptions which, through oversight or unavoidable circumstances, were not redescribed when duties changed; to cancel any positions found unnecessary; and to make appropriate adjustments in the classification of the remaining positions.

Maintenance review requirements and procedures are explained in FPM Chapter 511. Specific schedules and detailed instructions will be issued by the Personnel division. As part of the maintenance review, the classification specialist will conduct desk audits of 10% of those positions certified correct by the supervisor within each organizational unit.

12. CLASSIFICATION APPEALS. Any employee may appeal or request reconsideration of the classification of his/her position at an time. An appeal may be based on a belief that an existing classification is in error; specifically, the class, grade or pay category of the position. An appeal may not be based upon change in duties or responsibilities from those stated in the official job description. When an employee appeals a downgrading of his/her position and seeks retroactive restoration of grade or salary, the initial appeal must NOT be filed later than 15 days after the effective date of the action taken as a result of the classification decision.

a. Graded Employees. Employees desiring to file a classification appeal with the Department of the Treasury will address their written appeal to the Director of Personnel. Employees are encouraged to appeal first to the Director, FLETC, to allow for resolution at the lowest practical level.

If a graded employee wishes, he/she may file a classification appeal directly with the Office of Personnel Management (OPM) regardless of whether the classification was made by the Treasury Department or OPM. This letter of appeal must contain all information required by Appendix A-3 of FPM Chapter 511. All OPM classification appeal decisions constitute certificates, and are mandatory and binding. These decisions are not subject to further appeal. All other actions dealing with graded employees' appeals will be taken in accordance with FPM Chapter 511 and TPMM Chapter 511.

b. Federal Wage System (FWS) Employees. Employees occupying trades, crafts, and labor positions covered by the FWS have a right to appeal to OPM for review of the correctness of the classification of their positions. However, Treasury employees must first file an application for review of the correctness of the grade of his/her job with the Department's office of Personnel, which is the single review level for the Department of the Treasury. When an employee is not satisfied with the

Department's written decision, he/she then may appeal the decision to the OPM. The Personnel Division, FLETC will ensure that FWS employees are made aware of procedures concerning appeals. Procedures found in TPMM Chapter 532-1 will be followed in preparing and processing FWS employee classification appeals.

13. CONTROL OF GRADE ESCALATION. In recent years there has been a gradual increase in the average grade level of classified positions within the Treasury Department. There have been circumstances that justified an increase in the level of these positions. Operations have become increasingly complex, which has led to the recruitments of more highly specialized personnel and fewer with only general or limited skills. Increases in technical, scientific, and engineering personnel mean more positions at the middle and higher grades. Management improvement programs, source data, automation, machine records, automatic data processing, etc., have contributed to reducing the number of positions at lower levels. These circumstances have brought about changes in the characteristics of the work force which has resulted in an increase in the average grade level. The Office of Personnel Management and Treasury Department are now requiring that the trend toward increased grad levels be reversed and that specific actions be taken to achieve a reduction in the average grade level. In order to meet the objectives of this program at FLETC, the following assignments of responsibilities are made:

- a. Managers will insure that organization are structured in the most economical way.
- b. The Position Management Board, in coordination with heads of divisions and the Personnel Division, will conduct studies to ensure sound organization.
- c. When filling a vacant position, managers will consider filling the position at least one grade level lower than its regular level until the new employee has assumed the full scope of the position. In situations where this is not feasible, managers will furnish written justification in the request for employment (SF-52).
- d. The Director will have final approval on any proposed changes which will affect the average grade level.
- e. The Personnel Division will provide position classification advice and assist the Director, operating officials, and supervisors, in observing the basic personnel management principle of equal pay for substantially equal work and in executing the requirement that positions be placed in appropriate classifications and ratings.

14. CLASSIFICATION VERSUS PAY. Classification cannot and must not be used to solve pay problems. The Federal Salary Reform Act effected a change in the

salary system of the Federal Government. The principle of comparability between government and industry pay rates was introduced by this Act. When disparity occurs, it must be rectified by further pay reform and the classification structure must not be distorted in an attempt to solve the problem of lack of comparable pay.

Frequently supervisors propose and support higher classifications for certain positions to reward the employees for long service, quality, or quantity of work. However, classification is NOT the solution in these cases. Other forms of reward and recognition may best be used to solve these problems, such as a quality salary increase (QSI) or special achievement award.

15. ACTION. Since the responsibility for a position classification program rests clearly with management, the character and success of the program is a direct result of management attitudes and support. Supervisors at every organizational level shall maintain a classification structure compatible with their needs and at grade levels that are in keeping with governing regulations.

The Personnel Officer, classification specialist, Federal managers, and all supervisors must ensure that the intent and spirit of the Federal Classification System is not compromised or Violated, but rather executed in an economical, efficient, and fair manner.

16. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Administration.

Charles F. Rinkevich  
Director

Attachment (Available from the Personnel Division)